

इंटरनेट

मानक

Disclosure to Promote the Right To Information

Whereas the Parliament of India has set out to provide a practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, and whereas the attached publication of the Bureau of Indian Standards is of particular interest to the public, particularly disadvantaged communities and those engaged in the pursuit of education and knowledge, the attached public safety standard is made available to promote the timely dissemination of this information in an accurate manner to the public.

“जानने का अधिकार, जीने का अधिकार”

Mazdoor Kisan Shakti Sangathan

“The Right to Information, The Right to Live”

“पुराने को छोड़ नये के तरफ”

Jawaharlal Nehru

“Step Out From the Old to the New”

IS 790 (1987): Guidelines for preliminary pages of a book
[MSD 5: Documentation and Information]



“ज्ञान से एक नये भारत का निर्माण”

Satyanarayan Gangaram Pitroda

“Invent a New India Using Knowledge”



“ज्ञान एक ऐसा खजाना है जो कभी चुराया नहीं जा सकता है”

Bhartrhari—Nitiśatakam

“Knowledge is such a treasure which cannot be stolen”

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(Superseding IS : 791 - 1956,
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GUIDELINES FOR
PRELIMINARY PAGES OF A BOOK
(*First Revision*)

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NEW DELHI 110002

Indian Standard

GUIDELINES FOR PRELIMINARY PAGES OF A BOOK (*First Revision*)

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(*Continued on page 2*)

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AMENDMENT NO. 1 DECEMBER 2006
TO
IS 790 : 1987 GUIDELINES FOR PRELIMINARY
PAGES OF A BOOK

(First Revision)

(Page 10, clause 4.4) — Substitute the following for the existing clause:

‘4.4 Back of Title Page — The back of the title page should normally carry the following information:

- a) ‘Author statement’ (*see* Note under 5.1.1):
 - 1) Surname, personal name, and
 - 2) Corporate author’s name.
- b) Information about all the volumes of a multivolumed book (*see* Note);
- c) In case of ordinary composite book, information about contributors and their contributions in the volume shall be given, whereas in case of artificial composite book the information about different publications in the same volume may be given;
- d) Copyright statement (obligatory, if copyright exists);
- e) Edition statement (*see* 5.3);
- f) International Standard Book Number (ISBN), when available;
- g) Country of origin statement; and
- h) Printer statement.

NOTES

- 1 ISBN and Copyright, if available, shall be given at the verso of the title page.
- 2 In case the number of volumes of a book is large and it is not possible to include it on the back of the title page, this information may be included in the preliminary pages, preferably on the frontispiece.’

[Page 13, clause 7.6(c)] — Substitute the following for the existing:

‘c. Page number of the table, chart, diagram, illustration or other material.’

(MSD 5)

Indian Standard
GUIDELINES FOR
PRELIMINARY PAGES OF A BOOK
(*First Revision*)

0. FOREWORD

0.1 This Indian Standard (First Revision) was adopted by the Indian Standards Institution on 25 March 1987, after the draft finalized by the Publications and Graphic Technology Sectional Committee had been approved by the Executive Committee.

0.2 The preliminary pages of a book, which precede the text, embody certain basic information about a book. This information enables librarians, bibliographers, documentalists and other users in cataloguing and bibliographic description work and also helps readers in the choice of reading material. It is, therefore, desirable to prescribe and follow a standard practice for the presentation of information in different constituents of preliminary pages. This practice will enable publishers and editors to produce them in a form which will facilitate their use.

0.3 The following Indian Standards were first issued to cover the requirements for preliminary pages:

IS : 790-1956 Specification for general structure of preliminary pages of a book

IS : 791-1956 Specification for half-title leaf of a book

IS : 792-1964 Specification for title-page and back of title-page of a book (*revised*)

IS : 794-1956 Practice for table of contents

0.4 In this revision, these standards are being merged together in order to consolidate the information on preliminary pages. Hence IS : 791-1956, IS : 792-1964 and IS : 794-1956 shall be superseded by this standard. This revision also updates the information to be provided to suit the needs of the prevailing practices in the publishing field.

0.5 In the formulation of this standard, assistance has been derived from ISO 1086-1975 Documentation — Title leaves of a book, issued by the

International Organization for Standardization (ISO) and the requirements for title leaves stipulated in this standard are in conformity with international requirements.

1. SCOPE

1.1 This standard covers the essential and possible constituents of preliminary pages of a book, the preferred sequence in which these constituents should appear and their style of presentation. This standard deals with the subject in the following three sections:

Section 1 General structure of preliminary pages of a book

Section 2 Title leaves

Section 3 Table of contents

2. TERMINOLOGY

2.0 For the purpose of this standard, the following definitions shall apply.

2.1 Title Leaves — The initial printed leaves of a book. They normally consist of two leaves, the half-title leaf followed by the title-leaf, but there may be only one title leaf or more than two title leaves.

2.2 Title Leaf — The recto of the title-leaf.

2.3 Back of Title Page — The verso of the title-leaf.

2.4 Half-Title Leaf — The first leaf of a book usually preceding the title leaf having the half-title on its recto and other useful information about the book, and author on either its recto or verso or both.

2.5 Half-Title Page — The recto of the half-title leaf.

2.6 Back of Half-Title Page — The verso of the half-title leaf.

2.7 Edition — All copies of a document produced from one unchanged type image whether by direct contact or photographic methods.

2.8 Epigraph — Short statement or quotation placed at head of a chapter or opening of a book expressing its spirit or theme*.

*While this standard recommends a position for an epigraph at the end of the preliminary pages (3.3), it is often placed earlier amongst these pages, for example, on the half-title, title or dedication page. The position of an invocation is similarly variable.

2.9 Foreword — Introductory remarks to a book or its author or both, usually written by someone other than the author*.

2.10 Frontispiece — An illustration facing the title page, either printed with the title page or printed separately and inserted in position later.

2.11 New Edition — Reproduction of an earlier edition of a book with substantial changes in text or typography, each being distinguished from the other or others, either numerically or by some equivalent term, such as new, revised, enlarged edition, reset, etc.

2.12 Impression — All copies of an edition printed at one time from one setting of type.

2.13 Introduction — The opening discussion by the author on the subject of his work, often treated as the first chapter of the work itself whether or not it is so numbered†.

2.14 Invocation — A prayer by the author for inspiration and assistance in the task taken up placed at the opening of a work‡.

2.15 Preface — Introductory remarks by the author explaining to the reader what he has attempted to do in the work, often including at the end, a statement of acknowledgements.

2.16 Reprint — All copies of an edition reproduced at an interval after the original printing of the edition without alterations or with slight alterations.

2.17 Table of Contents — The list(s) of heading of the contents of a volume or series of volumes of reading material.

*For the purpose of this standard, foreword, preface and introduction have been distinguished and in the interest of consistency, adherence to these distinctions is recommended. However, overlapping of meanings in general usage, even in dictionary definitions must be noted.

It is useful to note that a feature distinguishing an introduction from a preface is that the former is a part of the main work and is not always changed for successive editions as a preface may be, even if only to note the fact and extent of the revision undertaken for the new edition.

†For the purpose of this standard, foreword, preface and introduction have been distinguished and in the interest of consistency, adherence to these distinctions is recommended. However, overlapping of meanings in general usage, even in dictionary definitions must be noted.

It is useful to note that a feature distinguishing an introduction from a preface is that the former is a part of the main work and is not always changed for successive editions as a preface may be, even if only to note the fact and extent of the revision undertaken for the new edition.

‡While this standard recommends a position for an epigraph at the end of the preliminary pages (3.3), it is often placed earlier amongst these pages, for example, on the half-title or dedication page. The position of an invocation is similarly variable.

IS : 790 - 1987

2.18 Simple Book — Book which is not composite, that is, which embodies work by a single author or by joint authors. It may also be anonymous.

2.19 Composite Book — A book with two or more contributions, each with its own title, not forming a continuous exposition and often, though not necessary, by different authors.

2.20 Ordinary Composite Book — Composite book, provided with a single generic title to denote all the contributions collectively.

NOTE — Anthology of several authors, christomathy, hymn-book, prayer-book, song book, symposium, fest schrift and similar compilations come under this category.

2.21 Artificial Composite Book — Composite book without a generic title to denote all the component works collectively.

NOTE — An artificial composite book may be created by the publisher by issuing two or more different books within one and the same cover but without a common title page. It may also be created by a library by binding books together into a single volume.

SECTION 1 GENERAL STRUCTURE OF PRELIMINARY PAGES OF A BOOK

3. CONSTITUENTS

3.0 The preliminary pages of a book will comprise the following essential and additional constituents, preferably presented in the sequence given below.

3.1 Essential Constituents — The essential constituents of the preliminary pages of a book are:

- a) Title page, and
- b) Contents page(s).

NOTE 1 — The contents, page(s) may be omitted when irrelevant, such as in a novel without titled chapters and booklets in which identification and location of items of the contents presents no difficulty.

NOTE 2 — The table of contents, if placed on the same page, will follow the title and author's name and will appear in the same order as if placed on separate pages.

3.2 Additional Constituents — The preliminary pages include additional pages such as:

- a) Half-title;
- b) Frontispiece;
- c) Copyright, edition and printer statements;
- d) Dedication;
- e) Foreword;

- f) Preface;
- g) Acknowledgements;
- h) List of abbreviations, symbols and notations;
- j) Publisher's note; and
- k) Epigraph.

NOTE — Corrigenda should be given just before the text whereas addenda should be given at the end, just before the index.

3.3 Sequence of Constituents — The constituents should preferably be placed in the following sequence:

- a) Half-title;
- b) Frontispiece (*see* 3.3.1);
- c) Title page;
- d) Copyright, edition and printer statements;
- e) Dedication;
- f) Foreword (*see* 3.3.3);
- g) Publisher's note;
- h) Preface or introduction or both (*see* 3.3.3, 3.3.4 and 3.3.5);
- j) Acknowledgements (*see* 3.3.3);
- k) Table of contents;
- m) List of abbreviations, symbols and notations; and
- n) Epigraph.

3.3.1 The frontispiece is placed between the half-title page and the title page, facing the title page.

3.3.2 The verso of the dedication page may be left blank.

3.3.3 The foreword [3.3(f)], preface [3.3(h)] and acknowledgements [3.3(j)] may follow the table of contents [3.3(k)], if they are lengthy.

3.3.4 Preface — If there is more than one preface such as preface to different editions, they shall follow the preface in the latest edition in the natural sequence.

3.3.5 Introduction — If the introduction is long and leads directly into the subject of the work, it is preferable to have it as the first item in the main text of the work, following the preliminary pages. If, however, the introduction is short, more in the nature of preface, it is best included amongst the preliminary pages.

3.3.6 Pagination — The preliminary and text pages may either be numbered in a single sequence of Hindu-Arabic numerals or in two separate sequences, using a distinct form of numerals for each, usually Roman numerals for the preliminary pages and Hindu-Arabic numerals for the text pages.

SECTION 2 TITLE LEAVES

4. CONTENTS OF TITLE LEAVES

4.1 The title leaves of a book shall contain the following minimum information:

- a) Name(s) of author(s), compiler(s) or editor(s), individual or corporate [*see 4.3(b) and 5.1*];
- b) Names of any other concerned, individual or corporate [*see 4.3.1(d) and 5.1*];
- c) Title of book (*see 5.2*);
- d) Title in the language of the original work if the book is a translation. When the alphabet of the original is different from that of the translation, it shall be transliterated into the alphabet of the translation;
- e) Alternative or earlier title, if the title is different from that of any other edition of the same work;
- f) Edition number [*see 4.4(c) and 5.3*];
- g) Place(s) of publication [*see 4.3.1(a) and 4.4.1*];
- h) Name(s) of publisher(s) [*see 4.3(c), 4.3.1(b) and 4.4.1*];
- j) Date (year) of publication preferably in Hindu-Arabic numerals [*see 4.3.1(a) and 4.4.1*];
- k) Number of volume in a multi-volume work, preferably in Hindu-Arabic numerals (*see 4.3.2*); and
- m) Series title and the series number of a book forming part of a series (*see 4.2.1.2*).

4.1.1 In addition, it is desirable to include the following information:

- a) Date (year) of the original edition, if a new edition (*see 5.3*);
- b) Date (year) of the first impression (printing) of the edition and the number of the impression (printing) of a new impression (printing) (*see 5.3*);
- c) Translation of the title, sub-title and names of corporate bodies mentioned on the title-pages, if not in Roman script (*see 5.2.2*);

- d) International Standard Book Number (ISBN), when available [*see* IS : 8310-1977* and 4.4(d)]; and
- e) Copyright [*see* 4.4(b)] and printer statements [*see* 4.4(f)].

4.1.2 The presentation of this information on the half-title leaf, title page and back of title page shall be as given in 4.2, 4.3 and 4.4 respectively.

4.2 Half-Title Leaf — The following information should be given on two pages of the half-title leaf, that is, the half-title page and back of half-title page.

4.2.1 Half-Title Page — The half-title page should carry the following minimum information:

- a) The short title of the book; and
 - b) The series statement, if the book belongs to a series.
- The short title should appear more prominently than the series statement.

4.2.1.1 Short title — The short title of the book shall be derived from the full title by omitting the secondary title, explanatory or evaluatory words and all other puffs, when these are present.

Examples:

1. RANGANATHAN, S.R. Library Legislation: Handbook to Madras Library Act. Madras Library Association. 1953. (*Short-title* — Library Legislation).
2. RANGANATHAN, S.R. Social Bibliography or Physical Bibliography for Librarians. Delhi. University of Delhi. 1952. (*Short title* — Social Bibliography).
3. Author's Guide for Preparing Manuscripts and Handling Proof. New York. John Wiley. 1950. (*Short title* — Author's Guide).

4.2.1.2 Series statement — The series statement shall comprise:

- a) Name of the series;
- b) Series number;
- c) Name of sponsoring body, if any; and
- d) Name(s) of the editor(s), if required.

4.2.1.3 The name of the series and the series number may be given in one line; the name of the sponsoring body, if any, should be in a separate line above the name of the series, unless it is contained in the latter;

*Guide for standard book numbering.

and the name(s) of the editor(s) should, if required to be given, be placed below the name of the series.

4.2.2 Back of Half-Title Page — The back of the half-title page may be left blank or may carry one or more of the following:

- a) List of other or projected books in the series, if the book belongs to a series;
- b) List of other published and/or projected books by the same author;
- c) Frontispiece illustration or map;
- d) Extension of the title page;
- e) Short note on author or book or both; and
- f) Dedication, epigraph or invocation.

NOTE — Items(e) and (f) are sometimes placed on the half-title page itself.

4.3 Title Page — The title page should carry the following minimum information:

- a) Full title of the book, with sub-title, if any (*see* 5.2);
- b) Name(s) of the author(s)/editor(s) (*see* 5.1); and
- c) Name of the publisher.

4.3.1 The title page may also carry the following information:

- a) Place and year of publication;
- b) Colophon or emblem of the publisher;
- c) Name of sponsor or sponsoring body; and
- d) Name(s) of collaborator(s), such as illustrator(s), commentator(s), compiler(s), editor(s), translator(s), and person(s) contributing foreword, introduction, etc.

4.3.2 Title Page of Volume of a Book — The title page of a volume of a book in more than one volume should carry, in addition to the title of the whole work, the number of the volume, its specific title, if any, and the name(s) of the author(s)/editor(s) of the volume.

4.4 Back of Title Page — The back of the title page should normally carry the following information:

- a) 'Entry statement' for author (*see* Note under 5.1.1);
- b) Copyright statement (obligatory, if copyright exists);
- c) Edition statement (*see* 5.3);

- d) International Standard Book Number (ISBN), when available;
- e) Country of origin statement; and
- f) Printer statement.

NOTE — ISBN and Copyright, if available, shall be given at the verso of the title page.

4.4.1 The back of the title page may also carry information on collaborators, place of publication, publishing history, publisher's address(es), reproduction of national library catalogue card, library classification (call) number and price.

NOTE — The information to be given on back of title page should be so distributed on the page as to leave a blank space of about 25 mm across the middle of the page for use of libraries. The library call number of the book, if included, may be placed at the bottom of this vacant space which is intended to accommodate the accession number which will be entered by libraries.

5. PRESENTATION OF INFORMATION

5.0 The following information is intended as amplification for the publisher and refers to certain items given in above clauses.

5.1 Author(s) — The name(s) of the individual author(s), corporate author(s) or, in a composite or collective work, that of the responsible editor(s) or compiler(s) shall be given on the title page in full and in such form as to indicate clearly the part of the name under which the author should be entered in alphabetical lists.

5.1.1 Titles and qualifications of the author(s), etc, useful as an indication of his authority on the subject of the book, should be included.

NOTE — In various Indian names, it is often difficult for a person not familiar with the culture of the group to which the author belongs to decide what part of a name should be used for alphabetical arrangement in author catalogues, bibliographies, etc. In such cases, an 'entry statement' may be included. In this, the name of the author, omitting titles, etc, which are not part of the proper name, and collating the part of the name to be used for alphabetization in a style distinct from the rest of the name, for example, in bold type should be given:

Examples are:

Dewan Chaman Lal
Sardar Vallabhbhai Patel

Chaman Lal or Chaman Lal
Vallabhbhai Patel

To assist libraries, it is suggested that the year of birth of an author (and year of death, if the author is deceased) should be given in parentheses with the entry statment.

5.2 Title — The title shall appear on the title page and shall be short and clear. It may be amplified by a sub-title which should normally be differentiated from the title typographically.

5.2.1 In a multi-volume work, all volumes shall have the same general title; each volume may have, in addition, a separate title. In these cases, the title page should carry, in addition to the title of the whole work, the number of the volume, its specific title, if any, and the name(s) of the author(s)/editor(s) of the volume.

5.2.2 When the title page is not written in Roman script, it is desirable to provide on the back of the title page, a translation/transliteration of the title in Roman script.

5.2.2.1 If the translation is not made from the original work, the title of the work from which it was directly translated should also be indicated, transliterated into the alphabet of the translation.

5.3 Edition and Impression (Printing) — The number of the edition shall be given on back of title page. If the book is a reprint of an existing edition, this shall also be stated. Where it is not a first edition, the year of the first edition and, as far as possible, of subsequent editions and impressions shall be recorded.

Examples:

First edition May 1983

Second edition Nov 1983

2nd impression 1966 or (*Reprinted* 1966)

3rd impression 1967

4th impression 1968

Third edition Oct 1969

SECTION 3 TABLE OF CONTENTS

6. GENERAL

6.1 This section covers rules for presentation of table of contents for a simple book, a composite book and an artificial composite book.

6.2 This section does not cover rules for presentation of table of contents in serials which will be dealt in 'Indian Standard guidelines for contents list of periodicals' (*under preparation*).

7. SIMPLE AND COMPOSITE BOOKS

7.1 The table of contents shall include a separate entry for each chapter or major division in the matter of a book.

7.2 The entry devoted to a chapter or major division shall give in succession:

- a) its number,
- b) its title (followed by the name of the author in case of a composite book), and
- c) the number of its first page only or the inclusive numbers of its pages.

7.3 Each chapter entry may, if desired, be followed, by subentries listing the headings and page numbers of sections and sub-sections of the chapter or division concerned.

7.4 If the chapters of a book are grouped in parts (or any of their equivalents, like 'book', sections, etc), the table of contents shall carry the titles of these parts above each group of entries specifying the chapters they respectively contain.

7.5 If plates, maps and any other materials are inserted in the book without being included in its pagination, they shall be listed in a separate section in the contents pages. Each entry in this section shall give in succession:

- a) serial number;
- b) legend (shortened, if necessary); and
- c) position of occurrence of the material listed.

7.6 When a list of tables, charts illustrations or any other special features is considered necessary, it shall be given in a separate section in the contents pages. Each entry in the list shall give in succession:

- a) serial number;
- b) legend (shortened, if necessary); and
- c) page number of the table, chart, illustration or other material.

7.7 Items mentioned under 7.5 and 7.6 may be given on separate pages.

8. ARTIFICIAL COMPOSITE BOOK

8.1 The table of contents for an artificial composite book shall be in one of the following two forms:

- a) A single table consisting of separate sub-tables (one for each constituent book) in the same sequence in which the constituent

books appear in the text, each sub-table satisfying the requirements given under 7 and its heading denoting in succession:

- 1) the serial number of the constituent book,**
 - 2) its author/editor, and**
 - 3) its title.**
- b) A separate table for every constituent book, each satisfying the requirements given under 7 and appearing just before the opening of the text of its respective constituent book.**

NOTE — If alternative (b) above is adopted, it would be desirable, if the volume is numbered in a single sequence throughout, to place a general table of contents immediately after the general (composite) title page giving the serial number, full title and the name of the author/editor of each constituent book and the page of the composite volume on which it commences.

(Continued from page 2)

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Headquarters:

Manak Bhavan, 9 Bahadur Shah Zafar Marg, NEW DELHI 110002

Telephones: 323 0131, 323 3375, 323 9402

Fax : 91 11 3234062, 91 11 3239399, 91 11 3239382

Telegrams : Manaksanstha
(Common to all Offices)

Central Laboratory :

Plot No. 20/9, Site IV, Sahibabad Industrial Area, Sahibabad 201010

8-77 00 32

Regional Offices:

Central : Manak Bhavan, 9 Bahadur Shah Zafar Marg, NEW DELHI 110002 323 76 17

*Eastern : 1/14 CIT Scheme VII M, V.I.P. Road, Manikola, CALCUTTA 700054 337 86 62

Northern : SCO 335-336, Sector 34-A, CHANDIGARH 160022 60 38 43

Southern : C.I.T. Campus, IV Cross Road, CHENNAI 600113 235 23 15

†Western : Manakalaya, E9, Behind Marol Telephone Exchange, Andheri (East),
MUMBAI 400093 832 92 95

Branch Offices::

'Pushpak', Nurmohamed Shaikh Marg, Khanpur, AHMEDABAD 380001 550 13 48

‡Peenya Industrial Area, 1st Stage, Bangalore-Tumkur Road,
BANGALORE 560058 839 49 55

Gangotri Complex, 5th Floor, Bhadbhada Road, T.T. Nagar, BHOPAL 462003 55 40 21

Plot No. 62-63, Unit VI, Ganga Nagar, BHUBANESHWAR 751001 40 36 27

Kalaikathir Buildings, 670 Avinashi Road, COIMBATORE 641037 21 01 41

Plot No. 43, Sector 16 A, Mathura Road, FARIDABAD 121001 8-28 88 01

Savitri Complex, 116 G.T. Road, GHAZIABAD 201001 8-71 19 96

53/5 Ward No.29, R.G. Barua Road, 5th By-lane, GUWAHATI 781003 54 11 37

5-8-56C, L.N. Gupta Marg, Nampally Station Road, HYDERABAD 500001 20 10 83

E-52, Chitaranjan Marg, C-Scheme, JAIPUR 302001 37 29 25

117/418 B, Sarvodaya Nagar, KANPUR 208005 21 68 76

Seth Bhawan, 2nd Floor, Behind Leela Cinema, Naval Kishore Road,
LUCKNOW 226001 23 89 23

NIT Building, Second Floor, Gokulpat Market, NAGPUR 440010 52 51 71

Patliputra Industrial Estate, PATNA 800013 26 23 05

Institution of Engineers (India) Building 1332 Shivaji Nagar, PUNE 411005 32 36 35

T.C. No. 14/1421, University P. O. Palayam, THIRUVANANTHAPURAM 695034 6 21 17

*Sales Office is at 5 Chowringhee Approach, P.O. Princep Street,
CALCUTTA 700072 27 10 85

†Sales Office is at Novelty Chambers, Grant Road, MUMBAI 400007 309 65 28

‡Sales Office is at 'F' Block, Unity Building, Narashimaraja Square,
BANGALORE 560002 222 39 71